



Jane Mawela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

-I'm a fast learner and able to adapt quickly to new environments.

-I have Microsoft Excel, PowerPoint.

-I have a good work ethic

-I am very customer friendly

-I am a problem solver

Preferred occupation

Receptionists

Hotel jobs

Call Centre agent

Administrative jobs

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Personal assistant

Administrative jobs

Cashiers

Retail, store jobs

Front Desk Agent

Administrative jobs

Contacts and general information about me

Day of birth

1996-10-25 (29 years old)

Gender

Female

Residential location

Pretoria / Tshwane
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Work experience

Working period **nuo 2018.12 iki 2020.08**

Company name Romans Pizza

You were working at: Shop assistants

Occupation Cashier

What you did at this job position? I would help customers place orders, daily schedule, finances of the till,

Education

Educational period **nuo 2012.01 iki 2015.12**

Degree Grade 12 / Matric

Educational institution Soshanguve Secondary School

Educational qualification Matric

Educational period **nuo 2022.02 iki 2023.06**

Degree Professional Qualification

Educational institution Avuxeni Computer Academy

Educational qualification Computer Studies

I could work As a data capturer, Filling clerk, Call center agent,cashier, office administrator,Personal assistant

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Sepedi | fluent | fluent | fluent |
| isiZulu | very good | fluent | very good |
| Sesotho | fluent | fluent | very good |
| Xitsonga | very good | very good | basic |

Computer knowledge

I have computer knowledge.